

CHIEF, CALIFORNIA CHILDREN'S SERVICES

DEFINITION:

Under general direction, to coordinate, supervise, and manage the operation of the California Children's Services Program in the Community Health Division of Health Services; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS:

Chief, California Children's Services (Chief) is a single-position, management class allocated to the Health and Human Services Agency, Community Health Division. Under the direction of the Deputy Director, Community Health or an Assistant Deputy Director, this class is responsible for oversight, monitoring, liaison and assessment activities to determine and ensure the adequacy of medical care and services provided to children requiring medical and nursing services.

EXAMPLES OF DUTIES:

Plans, organizes and operates the California Children's Services Program (CCS); sets guidelines and develops procedures to oversee work performed at lower levels; develops training programs for staff to enhance work quality and ensure compliance with professional standards and state and local regulations; insures that the program activities meet with objectives; plans and prepares program budget; coordinates the effort of private and public sectors to insure optimum medical care for children; directs and oversees case management activities for CCS eligible children and maintains liaison with plans and the primary care provider; provides ongoing technical assistance and consultation with medical service providers to ensure continually and quality care for CCS eligible children; participates in professional liaison activities with managed care plans; oversees the processing of fee determination and financial eligibility, reviewing complex cases as necessary; coordinates and provides authorization for services for Medic-Cal eligible beneficiaries with CCS eligible conditions; interviews and hires staff; supervises, trains, and evaluates staff; serves on advisory committees and boards; analyzes legislation pertaining to child health; gives talks and makes presentations on CCS and issues to public, private and community groups; responds to media questions; advises county Community Health on issues and problems related to CCS services; recommends new programs or changes in policies and procedures; monitors contracted programs for CCS; may conduct site visits; attends meetings and conferences as necessary.

MINIMUM QUALIFICATIONS:

Thorough Knowledge of:

- Pediatric medicine including current mental health theory, practices, and programs.
- The statewide California Children's Services Program.
- Program planning, administration, and evaluation of services for children.
- Community resources available to children.
- Federal, state, and local laws pertaining to delivery of health services to children.

General Knowledge of:

- County government functions and structure as it relates to medical services.

- Budgetary process and contracting procedures.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Plan, organize and manage a countywide medical program for children.
- Act as the liaison to provide initial and ongoing training assistance and consultation to health care contractors professional and administrative staff.
- Interpret and implement federal, state and local laws and regulations.
- Direct, coordinate and supervise staff in a diversified medical environment.
- Analyze complex medical and administrative problems, and identify alternatives and logical solutions.
- Communicate effectively, orally and in writing.
- Establish effective working relationships with those contracted during the course of work.

EDUCATION/EXPERIENCE:

Education, training, and experience, which clearly demonstrate possession of knowledge, skills and abilities stated above. Examples of qualifying education/experience are: five (5) years in a field related to medical care, which included at least three (3) years experience as a supervisor, AND, one (1) year in an administrative capacity, AND,

1. A current California Registered Nurse license, OR,
2. A license to practice medicine in the State of California.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:

License:

A valid California Class C driver's license or the ability to arrange transportation for field travel is required at time of appointment. Employees in this class may be required to use their personal vehicle.

Possession of a current California Registered Nurse license, or a license to practice in the State of California. Licensure must be maintained throughout employment in this class.

Background Investigation:

Must have a reputation for honesty and trustworthiness. Convictions depending on the type, number, and recency may be disqualifying. Positions dealing with patients and/or drugs will be subject to a limited security clearance investigation performed by the Sheriff's Department.

Probationary Period:

Incumbents appointed to permanent positions in this class shall serve a probationary period of twelve (12) months (Civil Service Rule 4.2.5).